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22 September 1958

FINANCIAL MANAGEMENT IMPROVEMENT
INSTRUCTION NO. 2

SUBJECT: General - Financial Management Improvement Program
Specific - Cost Experiment on Administrative Supplies and Equipment Utilized by Headquarters

1. PURPOSE

The purpose of this instruction is to initiate a cost experiment on administrative supplies and equipment utilized by headquarters and to issue instructions on the preparation of the requisitioning form to be used during the experiment.

2. GENERAL

- a. One of the financial management objectives in establishing financial control over inventories and property in use is to accumulate cost information designed to assist operating officials in planning, executing and evaluating operations.
- b. In order to obtain data on which to base decisions regarding the use of cost information it is necessary to conduct an experiment in accumulating the cost of all administrative supplies and equipment used by headquarters components.

3. PROCEDURE


- a. During an experimental period beginning 1 October 1958, it will be necessary for all offices at headquarters to submit requisitions (copy attached) to the Building Supply Officers for administrative supplies and equipment required. Separate requisitions are to be submitted for:
 - (1) Expendable supplies
 - (2) Nonexpendable property except Class A furniture and furnishings and other controlled administrative equipment which will continue to be requisitioned on the Agency standard requisition Form 83.

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- b. Requisitions for expendable supplies required by offices located in buildings serviced by a Building Supply Room are to be hand-carried by the office designated personnel to the Supply Room where immediate issue will be accomplished.
- c. Requisitions for expendable supplies required by offices not having access to a Building Supply Room are to be forwarded directly to the Building Supply Office, 1117-A, R & S Building, for appropriate supply action.
- d. All requisitions for nonexpendable property are to be forwarded to the Building Supply Office servicing the immediate area.
- e. Generally, Form No. 1490, Requisition or Turn-In for Administrative Supplies and Equipment, is self-explanatory as to its preparation; however, it will not be necessary for the requisitioning office to insert information in the columns headed "Stock Number", "Unit Price", and "Amount". The "Item Number" column will be used only to provide an identification of the items on each requisition in numerical sequence.
- f. Form No. 1490 is also to be used for turn-in of all administrative supplies and equipment.
- g. The completed form will, when used either as a requisition or for property turn-in, be approved by either the Administrative Officer or the Logistics Officer of the requisitioning office.
- h. Initial supply of Form 1490 may be obtained from the Building Supply Rooms.


E. R. SAUNDERS
Comptroller

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Attachment:

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REQUISITION OR TURN-IN FOR ADMINISTRATIVE SUPPLIES AND EQUIPMENT					Page of Pages REQUISITION NO.	
DELIVER TO		EXTENSION	ROOM NO.	BUILDING	COST CENTER NO.	
PERSON TO CONTACT		EXTENSION	ROOM NO.	BUILDING	DIVISION AND BRANCH	
APPROVED BY (Signature)						
CERTIFICATION						
I CERTIFY that the quantities of items listed below have been received except as otherwise noted.						
DATE			SIGNATURE			
ITEM LISTING						
ITEM NO.	STOCK NO.	DESCRIPTION	QUAN- TITY	UNIT	UNIT PRICE	AMOUNT
TOTAL						
COMPLETE ONLY IF ABOVE ITEMS ARE TURN-INS						
PICKUP FROM (Person to contact)		EXTENSION	ROOM NO.	BUILDING		